

MEMORANDUM

SUBJECT: Authorization for Increase in Lodging over 150%

FROM: Traveler: Brian Gullett, NRMRL

TO: Cynthia Sonich-Mullin, Director, NRMRL

Approval is requested to authorize actual lodging of \$189 for weekend-only lodging during two weeks of field testing from September 18-30 at Christiansburg, Virginia. Field testing is being conducted at the Radford Army Ammunition Plant on open burning. The \$189 charge for two nights (Friday and Saturday) exceeds 150% of the allowable rate, or \$150/night rate. All travel is being covered by reimbursable funds. The higher weekend charge is due to a local football weekend (Virginia Tech) which likely affects all of the hotel rates in the area. Because the team (Bill Mitchell is also on-site) brings considerable equipment back to the hotel (e.g., Lithium polymer batteries for charging overnight at the hotel), the increased equipment handling suggests that maintaining a single location is a safer alternative.

Your approval in this matter is appreciated. Should you have any questions, please feel free to contact me at 919-541-1534.

Approval _____

Second Line Supervisor

Date

Disapproved _____

Second Line Supervisor

Date